

केंद्रीय विद्यालय मंड्या
KENDRIYA VIDYALAYA MANDYA
Committees for the Academic Year 2021-22

SI No	Departments	Incharge	Duties	Signature
01	Academic Incharge	Mrs Shamira Sulthana , TGT(Social Science)), (Secondary) Ms. Poonam Kumari, PRT (Primary)	1. To guide, suggest and chalk out all action plan for academic activities. 2. To plan the Split-up of syllabus subject wise and class wise on or before 31st March and check the monthly completion of syllabus. 3. To list the weak students on the basis of session ending examination result and prepare action plan on or before 05th April and to ensure its implementation. 4. To monitor the special time-table during all holidays, breaks (Autumn & Winter) and vacation as per action plan. 5. To maintain class wise and subject wise monthly academic performance analysis. 6. Collection & distribution of study material.	
02	Admission I/C	Mr. Ragavendra, Librarian Ms. Poonam Kumari, PRT Ms. Sonam , PRT (Muisic) Mr. Vikas Meena , SSA Ms. Saraswathi K , DEO	1. To plan& complete admissions as per KVS guidelines. 2. To make the entries in Admission register.	
03	Time Table I/C	Mr. Ragavendra, Librarian), Mrs. Shruthi S P, CI (Secondary) Ms. Sonam, PRT (Music) Ms. Puja Kumari, PRT	1. To prepare the Timetable as per KVS Norms- Class wise, Teacher wise and Day wise. 2. To make Daily arrangements for the teachers on leave. 3. In- charge for certifying expenditure incurred on the engagement of part time teachers on contractual basis. 4. To ensure ringing of the bell in time.	

04	Examination I/C (Home)	<p>Mr. Ragavendra, Librarian Mrs. Vibhashri T M Mrs. Shamira Sulthana (Secondary)</p> <p>Ms. Sonam, PRT (Music) (Primary)</p>	<ol style="list-style-type: none"> 1. To conduct Formative and Summative Assessments/ Exam and Supplementary Exams as per KVS Norms. 2.To maintain all exam related Records 3.Preparation of Result Analysis for classes VI to IX and class XI as per KVS direction Collecting & sending marks statement of transferred students from VI to XII. <ol style="list-style-type: none"> 4. Distribution of Split up of syllabus to teachers. 2. Preparing time table for assessments. 5.Assigning duties for setting and scrutiny of question papers 6. Setting of Invigilation duty 7. Getting question papers printed in time 8. Collect work sheets for the Month in advance and give for printing 9.Compiling work sheets subject wise/ lesson wise 	
	Exam I/C (CBSE)	<p>Mr. Ragavendra, Librarian Class teacher of IX & X Mrs. Shruthi S P, CI Mr. Vikas Meena, SSA Ms. Saraswathi K, DEO</p>	<ol style="list-style-type: none"> 1. Registration of Class IX students in CBSE portal 2. Filling form of for Class X 3. To ensure all students details should be filled properly in CBSE portal 4. To Check Hall ticket for Class X students 	

05	Computer I/C Computer Lab	Mr. Ragavendra, Librarian Mrs. Shruthi S P, CI	To maintain the Computer Lab & Computers	
06	Furniture I/C	Ms. Sonam, PRT (Music)	<ol style="list-style-type: none"> 1. To supervise the use of furniture by the students. 2. To plan for repair & purchase of furniture for students & staff in various classrooms & departments as per requirement & budget. 3. To clear / get shifted the unutilized furniture 4. To get classroom black boards, name boards, etc. painted and maintained. 	
07	Maintenance & Repair I/C	Mrs. Vibhashri T M Mrs. Shamira Sulthana Mrs. Shruthi S P, CI Mr. Charan H M, TGT (P&HE)	<ol style="list-style-type: none"> 1. Maintenance /Repair of basic requirements in the campus for both civil & electrical 2. Purchase of essential materials required to complete all assignment in time. 3. To ensure proper utilization of water and electrical power. 	
08	Sport & Games	Mr. Charan H M, TGT (P&HE)	<ol style="list-style-type: none"> 1. To plan and conduct Vidyalaya, regional & national level sports activities for both primary & secondary. 2. To conduct mini sports meet & sports day celebrations. 	
09	CMP	Ms. Sonam, PRT (Music) Ms. Puja Kumari, PRT	<ol style="list-style-type: none"> 1. To Guide teachers about worksheet & Activity Sheets. 2. To Celebrate different activities in Primary Section. 3. To prepare CMP Plan. 	

10	Audio Visual & PA System I/C	Mrs. Shruthi S P, CI Mr. Charan H M, TGT (P&HE)	To keep the PA system in good condition for the Morning Assembly and other important occasions/ program.	
11	Teaching Aids	Mr. Ragavendra, Librarian Mr. Sumanth Padhan, TGT(Sanskrit)	1. Purchase and maintenance of Teaching Aids. 2. To Ensure the usage of Audio- Visual and Teaching aids. 3.To issue Audio- Visual aids to all the departments as per their requirement	
12	TLM	Ms. Sonam, PRT (Music) Ms. Poonam Kumari, PRT	1. Purchasing of TLM every months according to the need of Teachers	
13	Library I/C	Mr. Ragavendra, Librarian	1. To purchase the required books, daily, journals, periodicals and magazines etc. 2. To find out the requirements of books from various faculties in the beginning of the year. 3. To select two student representatives. 4. To coordinate the NIE program.	
14	Junior Science Lab	Mr. Ragavendra, Librarian TGT (Science)	1.Purchase of Lab equipment 2. Conduct of practical as per split up syllabus. 3.Maintenance of laboratories 4. Display of prescribed practical in the lab.	

15	Cleanliness and Sanitation & Sanitization	Ms. Sonam, PRT (Music) Ms. Puja Kumari, PRT Ms. Yashoda, PRT	1.To ensure cleanliness of Toilets and School Premises. 2. Special care must be taken for Girls Student as per the natural need. 3. To follow SOP of COVID -19 strictly. 4. All the Classroom, Office, Washroom and other Miscellaneous rooms should be sanitize on regular basis	
16	Music Depart	Ms. Sonam	1. To arrange the Assembly Program & various Activities.	
17	Scouts & Guides	Mrs. Vibhashri T M Mr. Charan H M, TGT (P&HE)	1. Coordinating all scouts & guides activities . 2. To select student for cubs, bulbul, scout & guide enrolment. 3. To make arrangements for proper training of the students. 4. To prepare a calendar of activities for Cubs and Bulbuls 5. To organize Utsav/Thinking day /one day camp 6.Plan for community service	
18	Cubs & Bulbuls	Mrs. Vibhashri T M Mr. Charan H M, TGT (P&HE)	1. Coordinating all scouts & guides activities . 2. To select student for cubs, bulbul, scout & guide enrolment. 3. To make arrangements for proper training of the students. 4. To prepare a calendar of activities for Cubs and Bulbuls 5. To organize Utsav/Thinking day /one day camp 6.Plan for community service	
19	Office I/C	Mr. Vikas Meena , SSA Ms. Saraswathi K, DEO	To maintain the all office records	

20	Staffroom I/C	Ms. Sindhu K N , PRT	To maintain the Staff room cleanliness and it should be properly decorate	
21	Principal room I/C	Ms. Poonam Kumari, PRT	To arrange Principal room according to the various programmes.	
22	Income Tax I/C	Ms. Poonam Kumari, PRT Mr. Vikas Meena , SSA Ms. Saraswathi K, DEO	Income tax Calculation & Form - 16	
23	First Aid & Medical Check Up	Mr. Charan H M, TGT (P&HE) Any knowledge Lady Teacher	1. To arrange Medical Checkup twice in a year. 2. Medical items should be there in First Aid Box.	
24	CS-11 CS-54 UBI Portal Fee Collection I/C	All class teachers & Mr. Vikas Meena, SSA Ms. Saraswathi K , DEO	Verification of Students in every Quarter & Marinating of Fee Details	
25	Discipline I/C	Mr. Charan H M, TGT (P&HE) & All class teachers	1. Checking of Late coming students 2. Maintaining register and informing parents. 3. To monitor student activities in the school premises. 4. To maintain record of students with aggressive behavior. 5. To check nails/uniform/hair of students	
26	Vidyalaya Website	Mr. Vikas Meena , SSA Ms. Saraswathi K, DEO	Updating of Vidyalaya Website	
27	Roots to Route	Ms. Sonam PRT (Music)	To attend the Roots to Route Programme	
28	Security I/C	Mr. Ragavendra, Librarian Ms. Sonam PRT (Music) Mr. Sumanth Padhan, TGT(Sanskrit)	1. To supervise the duty, change of security guards and their availability. 2. Movement of students outside school during school hours. 3. Maintenance of permission slips for students for outside movement. 4. To verify and certify the bill submitted by the agency.	

29	Housekeeping	Mr. Ragavendra, Librarian Ms. Sonam PRT (Music) Mr. Sumanth Padhan, TGT(Sanskrit)	1. To monitor the work and attendance of laborers provided by agency. 2. To verify and certify the bill submitted by the agency. 3. To inspect day to day sanitation condition. 4. To check the cleanliness of corridors, toilets. 5.To maintain sanitation report and review periodically 6. To report repair work (Civil / Electrical) to in charge. 7. Maintenance of Aqua guard, Water cooler cum purifier and to ensure the availability of clean drinking water. 8. To collect feedback from student council members and take measures for improvement.	
30	Maintenance of Vidyalaya Campus	Mr. Charan H M, TGT (P&HE) Mrs. Reshma Shet, PRT	Cleaning & Maintenance of Vidyalaya Campus & Play Ground	
31	PISA	Ms. Vibhashri, TGT English	PISA classes & conducting of CCT Test	
32	Awakened Citizenship Programmes (ACP)	Mr. Ragavendra, Librarian (Class Teachers of Class 6 to 9)	To Teach ACP to students and make records related to ACP and send report to KVS RO.	
33	Maths Olympiad	TGT (Maths)	1. To conduct Olympiads other than those sponsored by KVS.	
34	Science Olympiad	TGT (Science)	1. To conduct Olympiads other than those sponsored by KVS.	
35	Green School Program	Mr. Charan H M, TGT (P&HE) Ms. Vibhashri T M , TGT(English) Ms. Shruthi S P, CI Ms. Shamira Sulthna, TGT (SST)	Conducting of Green School Programme Auditing	
36	Green Olympiad	TGT (Science)	1. To conduct Olympiads other than those sponsored by KVS.	

37	Staff Club I/C	Mr. Charan H M, TGT (P&HE) Mr. Vikas Meena, SSA	Collection of the amount & arranging the snacks and Tea for Staff	
38	SBSB	Mr. Charan H M, TGT (P&HE) & All Class Techers	To Conduct the SBSB activities	
39	Publication	Mrs. Vibhashri T M , TGT (English) Ms. Ranjitha , TGT (Hindi) Ms. Poonam Kumari, PRT Ms. Sonam , PRT (Music)	1. To note down all important events / functions etc. held in the Vidyalaya. 2. To record and maintain all achievements of students in chronological order by collecting information from primary and secondary CCA I/C. 3. To coordinate all publication works of the Vidyalaya.	
	(i) Student Diary (ii) School Magazine	Ms. Vibhashri T M, TGT (English) TGT (English Hindi-Sanskrit Science Maths Social Science Misc.)**	1. To collect and edit articles for the school magazines and submit to I/c for publishing. 2. To prepare student diary and ensure the timely distribution to students.	
	(iii) News letter	Ms. Sonam, PRT (Music) Ms. Puja Kumari, PRT	1. To prepare Bimonthly newsletter and to send to RO and other Officials of KVS. 2. To collect and edit articles and publish subject magazines. 3. To Maintain a diary of events. **(English- Aug/After the release of school magazine Hindi-Sanskrit- Sept/ Hindi saptah Science- February Maths- Dec/ Ramanujan's birthday Social Science- Nov/ After S Sc exhibition Misc. -Dec/ Foundation Day)	

	(v) Certificates/ Invitation cards/ ID cards	Mrs. Vibhashri T M , TGT (English) Ms. Ranjitha , TGT (Hindi)	To plan & prepare certificates, invitation cards and IDs based on the requirement by following the KVS procedures.	
40	PTM I/C	Mr. Ragavendra, Librarian Ms. Sonam PRT (Music)	To conduct the PTM meetings	
41	Vidyalaya Annual Account & Budget	Mrs. Vikas Meena, SSA Ms. Saraswathi K , DEO	To prepare the Annual Accounts & Budget	
42	Circulating of Circular, filing, Dispatch, Bank, Post Office, DC Office etc	Housekeeping's	Circulating the circulars	
43	CCA I/C	Mr. Ragvendra L , Librarian Mrs. Shamira Sulthana TGT(SST) Ms. Sonam, PRT (Music) Ms. Puja Kumai, PRT	1.To divide students into four Houses 2.To selection of House Captains and conduct Investiture Ceremony 3. To prepare the calendar of Co- Curricular Activities for the ensuing year & implementation as per plan. 4. To ensure the presentation of quality Morning Assembly Program. 5. To maintain Record of the Morning Assembly presented by the classes. 6. To celebrate important festivals and days. 7. To send ATR to RO as per the requirement	
44	Educational Tours	Mr. Ragavendra, Librarian Ms. Sonam , PRT (Music) Mrs. Poonam Kumari, PRT	1.To plan the excursion/ Field trips 2. To decide the place, make arrangement for conveyance. 3. Estimate the amount to be collected from students. 4.Keep the willingness form ready 5.Arrangement of refreshments 6. Documentation of expenditure	
45	Raj Bhasha	Mrs. Vikas Meena, SSA Ms. Ranjitha B , TGT (Hindi)	1.To attend to correspondence (KV letters with in the time frame) in Hindi 2. To follow policy guidelines. 3. To promote the usage of Hindi.	

46	Adolescent Education Program & Guidance and counselling	Mrs. Monica Masih, TGT(SST)	<ol style="list-style-type: none"> 1.To coordinate and conduct adolescent education program in the school 2.To attend all NAEP programs and to send monthly reports to KVS 3.to hold Guidance and Counselling program in the school 4. Career Guidance Program for the students of Class XII. 	
47	Photography	Mrs. Mythri, PRT Mrs. Sharmila, PRT	<ol style="list-style-type: none"> 1. To take photographs of all important functions/ occasions/ events including morning assembly program 2. To upload on the website. 3. To take prints and make albums 4. To display on the display boards 5. To take the photographs into stock & maintain it. 	
48	Purchase and condemnation	Mr. Ragvendra L , Librarian Ms. Sonam , PRT (Music) Ms. Poonam Kumari, PRT Mr. Vikas Meena, SSA	<ol style="list-style-type: none"> 1. To estimate the requirements in the beginning of the academic year. 2. To procure the required items following the purchase procedure 3. To take into stock 4. To conduct meeting for condemnation of materials, prepare the minutes and submit it thereafter for the approval of VMC. 	
49	Gardening & Beautification (Harith Vidyalaya Team)	Mrs. Yashoda, PRT Mrs. Reshma, PRT Housekeeping's & Securities	<ol style="list-style-type: none"> 1. To monitor the work and attendance of labourers provided by agency. 2. To verify and certify the bill submitted by the agency. 3. Maintenance and monitoring of garden and aquarium. 4. Beautification and horticultural development of the school campus. 	

50	Anti-sexual harassment	Mr. Ragvendra L, Librarian Ms. Sonam , PRT (Music)	<ol style="list-style-type: none"> 1. To address grievances received from the students, staff or parents on sexual harassment. 2. To maintain a register to enter all the details pertaining to complaints. 3. To conduct meeting on every Wednesday. 4. If there are no complaints the same should be recorded in the register. 5. If any case is received the matter should immediately be brought to the notice of Chairman 	
51	Complaint box	Mr. Ragvendra L, Librarian Ms. Sonam, PRT (Music) Mr. Vikas Meena, SSA	<ol style="list-style-type: none"> 1. To keep a record of suggestions or grievances received from the students, staff or parents 2. To maintain a register to enter all the details pertaining to complaints. 3. To conduct meeting on every Wednesday. 4. If there are no complaints the same should be recorded in the register. 	

Sd/-
Sudhir Sharma
Principal I/C